NATIONAL GUARD ASSISTANT PROGRAM (NGAP)
POSITION DESCRIPTION

1. **Position Title**: **Assistant to Air Force Legal Services Agency**	2. **Auth Grade**: 06	3. **Effective Date**: 1 Oct 01
	7. **Telephone** Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	

4. **Headquarters**: AFLSA

5. **Reporting Senior**:

6. **Duty Location**:

Maxwell AFB, AL

Mail:

8. **Position Description**:

Duties:

Advises the Director, Legal Information Services (JAS) division of the Air Force Legal Services Agency on all ANG/ANGUS matters

Provides senior-level coordination on all technology and communications matters involving Air National Guard judge advocates and paralegals to assure that the ANG legal team will be effective in serving our own commanders and our active-duty counterparts CONUS and OCONUS utilizing the most current hardware and software available

9. **Special Qualifications/Requirements/Restrictions**:

Must be an attorney admitted to practice before the bar of a Federal Court or the highest Court of a State

Must be a member of the Judge Advocate General Department Reserve with wide experience in Air Force and Air National Guard military legal affairs, to include military justice, civil and international law, and management techniques on an executive level in the Air Force Judge Advocate General Department Reserve Program

Must possess broad general military background including wide experience in Air National Guard matters

Extensive executive experience in government or in the civilian sector

This position is M-Day/drill status only

Must have a minimum of 17 years satisfactory service

Must be able to complete a minimum 3 years in the assignment before mandatory removal date/mandatory separation date (MRD/MSD)

Completion of senior service school required

Security Clearance: Secret

Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the Colonel Federal Recognition Board following selection